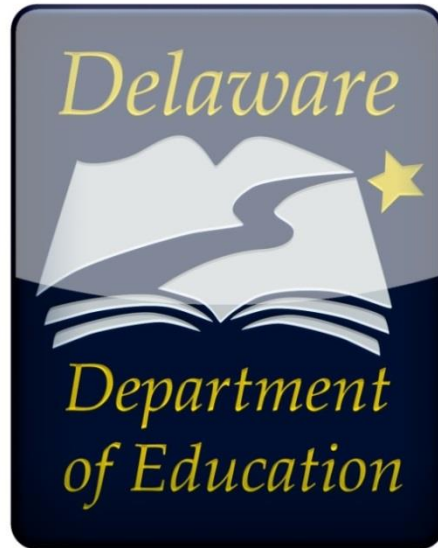


# CHARTER SCHOOL ACCOUNTABILITY COMMITTEE

## DELAWARE DEPARTMENT OF EDUCATION



### Delaware Design-Lab High School

#### MINOR MODIFICATION APPLICATION FINAL REPORT

CSAC Final Meeting: June 26, 2017  
CSAC Final Report Published: June 30, 2017

On April 21, 2017, Delaware Design-Lab High School submitted an application for a minor modification of its charter.

The following were in attendance at the Final Meeting of the CSAC on June 26, 2017:

**Voting Committee Members of the Charter School Accountability Committee**

- David Blowman, Chairperson of the Charter School Accountability Committee and Associate Secretary, Financial Management and Operations, DDOE
- Karen Field Rogers, Deputy Secretary, DDOE
- Barbara Mazza, Education Associate, Exceptional Children Resources, DDOE
- Chuck Taylor, Head of School, Providence Creek Academy
- April McCrae, Education Associate, Science Assessment and STEM, DDOE

**Non-voting Members of the Charter School Accountability Committee**

- Kendall Massett, Executive Director, Delaware Charter School Network

**Staff to the Committee (Non-voting)**

- Catherine Hickey, Deputy Attorney General, Counsel to the Committee
- Denise Stouffer, Lead Education Associate, Charter School Office, DDOE
- John Carwell, Education Associate, Charter School Office, DDOE
- Brook Hughes, Education Associate, Financial Reform and Resource Management, DDOE
- Pat Grant, Education Specialist, Charter School Office, DDOE

**Representatives of Delaware Design-Lab High School**

- Paul Miller, Board Chair
- Rebecca Collins, Board Vice Chair (via telephone)
- Joseph Mock, Principal/Head of School
- Ashley Bystnicky, Special Education Coordinator
- Michelle J. Lambert, CPA, Finance Consultant

**Additional Attendees Noted**

- Tracy Neugebauer, Education Associate, Exception Children Resources, DDOE

## Discussion

Mr. Blowman stated that the school was requested to submit the following documents in response to the CSAC Initial Report:

- Updated Revenue projections, budget sheets, and budget narrative reflecting the school's current enrollment figures;
- List of existing and proposed Board policies;
- Timeline for the RFP process to identify an educational services provider

Mr. Blowman asked the CSAC members if there were any questions or concerns regarding the school's response to the CSAC Initial Report. Ms. Field Rogers asked the school to identify where legal and accounting fees were listed in the updated budget. Ms. Lambert stated that the legal and accounting fees are listed under the "Administrative/Operations Support" category in line 53 ("Other"). She also stated that the budget narrative outlines each budget item (Legal: \$50k, Accounting Services: \$45k). Mr. Blowman asked if the CSAC had any other questions regarding the school's budget documents. None were noted.

Mr. Blowman asked the CSAC members if there were any questions or concerns regarding the school's "List of Existing and Proposed Board Policies." Mr. Taylor asked the Board to discuss the status of its anticipated Board policies. Mr. Miller stated that the Board is scheduled to meet on June 28<sup>th</sup> and the proposed Board policies will be approved at that meeting. Ms. Hickey asked the school if the Board policies will be made available to the public. Mr. Miller stated that the proposed policies are pending Board approval and will be made available to the public after they have been approved by the Board.

Ms. Hickey asked about the posting of the school's Confidentiality and the Family Educational Rights and Privacy Act (FERPA) policies, as well as the school's Freedom of Information Act (FOIA) policy. She noted, for example, that the documentation provided by the school listed October 16, 2016 as the date of approval of the FOIA policy and the school's documentation reported that this policy was located in the school's Policy Binder/Google Drive. Ms. Hickey questioned if the Google Drive was publically accessible and noted that these policies had to be made publically available. Ms. Collins noted that the FERPA and FOIA policies are currently available on the school's website in accordance with DOE regulations. She also stated that the CSAC is aware that the school has had some issues with transferring content from its former website to its new website. Ms. Collins confirmed that any pending Board policies will be uploaded to the website after they are approved. Ms. Hickey asked the school if their approved Board policies are being re-approved. Ms. Collins stated that approved Board policies are not being re-approved and again noted that the FERPA and FOIA policies are currently available on the school's website. She added that any policies that are not yet approved or not required by DOE to be posted are not currently available to the public but will be uploaded to the school's website before the end of June.

Mr. Blowman asked the CSAC members if there were any questions or concerns regarding the school's "Timeline for the RFP Process." None were noted.

### **Conclusion**

Mr. Blowman asked if there were any additional questions about any section of the application. None were noted.

A motion was made and seconded that the Minor Modification Application be recommended for approval. The motion was made and seconded. All five voting CSAC members voted "yes" in favor of a recommendation for approval.

### **Next Steps:**

- On or before June 30, 2017, the CSAC will issue a Final Report, which will include its recommendation on the Minor Modification Application.
- A second and final public hearing will be held on July 10, 2017, in the 2<sup>nd</sup> Floor Auditorium of the Carvel State Office Building, which is located at 820 N. French St., Wilmington, Delaware, beginning at 5:00 p.m.
- The public comment period will close on July 14, 2017.
- The Secretary of Education will announce her decision on or before July 27, 2017.